

Parent/Student Handbook
for the Elementary Grades

2015- 2016

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GENERAL INFORMATION

The information contained in this handbook is a summary of policy developed and maintained by the Batavia Unit District Board of Education. As the Board deems necessary, policy and the information in this handbook may be amended at any time.

BPS101 Strategic Plan

MISSION: Always learning. Always Growing.

VISION: Batavia Public Schools will be a district recognized for excellence in our commitment to students, collaborative culture, and continuous improvement. Our core values related to excellence are reflected in our commitment statements.

We commit to students and their learning by

- Maintaining a culture of growth and achievement with high expectations for all students and staff.
- Personalizing learning to meet the needs of all students, and encouraging students to take ownership of their own success.
- Developing the whole child by providing a variety of learning experiences that extend beyond the classroom.
- Focusing all resources -- people, time and money -- on the critical task of maximizing student success.

We commit to collaboration by

- Sharing in decision making, practicing interest-based problem solving, and engaging in professional learning communities.
- Developing partnerships that increase opportunities for students and foster community pride.
- Engaging in active, open communication within an environment where it is safe to express differences, share successes and learn from our mistakes.

We commit to continuous improvement by

- Measuring student growth and learning with quality assessments that inform decision-making and instructional improvements.
- Using thoughtful, systematic processes to evaluate and improve all programs, strategies, and practices.
- Ensuring all members of the school community embrace our mission to learn and grow.

STRATEGIC GOALS:

Strategic Goal One: Student Learning

Ensure maximum development, growth, and achievement for all students.

Strategic Goal Two: Learning Environment

Provide a productive, safe, and supportive learning environment.

Strategic Goal Three: Quality Staff

Cultivate a positive and productive working environment that attracts, develops and retains high quality staff.

Strategic Goal Four: Partners in Achievement

Engage families and the community as vital partners in the education process.

Strategic Goal Five: Resource Responsibility

Demonstrate effective and efficient business operations and ensure excellent stewardship of public resources.

SCHOOL BUILDINGS

School	Telephone	Principal
EARLY CHILDHOOD CENTER 905 Carlisle Road	630.937.8900	Ms. Kari Ruh, Director
ALICE GUSTAFSON SCHOOL 905 Carlisle Road	630.937.8000	Dr. Jan Wright Mr. Matthew Jeffrey, Assistant Principal
H. C. STORM SCHOOL 305 N. Van Nortwick Avenue	630.937.8200	Mr. Tim McDermott Ms. Anne Paonessa, Assistant Principal
GRACE McWAYNE SCHOOL 3501 Hapner Way	630.937-8100	Mr. Jeff Modaff Ms. Anne Paonessa, Assistant Principal
LOUISE WHITE SCHOOL 800 N. Prairie Street	630.937.8500	Dr. Kevin Skomer Chris Milka, Assistant Principal
JB NELSON SCHOOL 334 William Wood Lane	630.937.8400	Mrs. Nicole Prentiss Mr. Matthew Jeffrey, Assistant Principal
HOOVER-WOOD SCHOOL 1640 Wagner Road	630.937.8300	Ms. Gina Greenwald Mr. Chris Milka, Assistant Principal
SAM ROTOLO MIDDLE SCHOOL 1501 S. Raddant Road	630.937.8700	Mr. Bryan Zwemke
BATAVIA HIGH SCHOOL 1201 Main Street	630.937.8600	Dr. Joanne Smith

ADMINISTRATIVE OFFICE

Rosalie Jones Administrative Center
335 W. Wilson Street
Batavia, IL 60510
630.937.8800
www.bps101.net

Dr. Lisa Hichens	Superintendent of Schools
Mr. Steve Pearce	Associate Superintendent for Human Resources
Mr. Tony Inglese	Chief Information Officer
Dr. Brad Newkirk	Chief Academic Officer
Mr. Patrick Browne	Director of Buildings & Grounds
Mr. Mark Anderson	Assistant Director – Buildings & Grounds
Mrs. Lisa Palese	Director of Student Services
Mrs. Kari Ruh	Assistant Director – Student Services
Dr. Kelley Karnick	Assistant Director – Curriculum

SCHOOL BOARD MEMBERS

Cathy Dremel - President

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STUDENT RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by your local Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, school administrators and teachers.
3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and school-sponsored activities.

The technological advancements in our society have generally improved the quality of our lives; however, misuse of that technology can cause some problems in the educational process.

Because of the interference that portable radios, CD/DVD players, electronic toys, and digital watches that contain arcade-type games are creating both in the classroom and on the playground, it is strongly recommended that **parents have their child(ren) keep these items at home** unless they are specifically a part of a class project. Should these items appear at school, their misuse will result in their being taken from the student and returned directly to the parents by school personnel. Students are permitted to bring cell phones to school; however cell phones must be in the "OFF" mode and in the student's locker during hours of attendance.

SCHOOL ENVIRONMENT AND DISCIPLINE

SAFE SCHOOLS

School Board Policy: 7:175

Each student and staff member is entitled to a safe learning environment. To ensure that safe environment, school security and the safety of students and school employees is reviewed on a regular basis. Each building has cooperated with local law enforcement officials to establish procedures at the building level which limit building access during the school day and identify visitors and staff members. Batavia Schools, in compliance with federal and state laws as well as local expectations, maintains a zero tolerance for drugs, weapons, violence and intimidation. Students found in violation of district policies in any of these areas shall be disciplined on an individual basis by such measures as counseling, loss of privileges, after school detention, suspension or expulsion.

All visitors must sign a visitors' log, provide identification, wear a visitor's badge and receive permission to remain on school property. When leaving the school, visitors must return their badge and identification will be returned. On those occasions when large groups of visitors will be attending an event during a school day, visitors must follow school officials' requirements for checking into the building. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Positive Behavior Interventions and Supports (PBIS)

PBIS is a research-based systems approach designed to enhance the capacity of schools to effectively educate all students, including students with challenging social behaviors. Through the effective use of PBIS, schools adopt and sustain the use of effective instructional practices. All six of the Batavia Public Schools elementary schools have developed a PBIS school-wide system that provides support to create and maintain safe learning environments where teachers can teach and students can learn.

CORE Practices of PBIS

- *Define – school-wide behavior expectations
 - *Teach/Pre-correct – using cool tools (behavior lesson plans with direct instruction) and in the moment reminders
 - *Model/Practice – adults model and practice expected behaviors; students practice expected behaviors
 - *Acknowledge – recognition system with daily recognitions and weekly, monthly, and whole school celebrations
 - *Re-teach – the expected behaviors using cool tools to have students practice the behaviors.
- (Illinois PBIS Network, 2008-2009)*

PBIS addresses the Social Emotional Learning Standards:

- *Develop self-awareness and self-management skills to achieve school and life success
 - *Use social-awareness and interpersonal skills to establish and maintain positive relationships
 - *Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts
- (www.isbe.net)*

STUDENT DISCIPLINE POLICY

School Board Policy: 7:140

Discipline is a means of fostering the growth of students toward maturity and responsibility. The educational environment of the District will be such that the administration and teachers will demonstrate fair, just and flexible attitudes and disciplinary efforts toward all District students.

The primary objective of the Batavia Public School's student discipline policy is to continue a responsible and orderly environment in which learning can be maximized. Any disciplinary action taken must have as its aim correction, rather than punishment.

Teachers and other employees will maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the children, they stand in the role of parents and guardians to the pupils. This relationship and authority will extend to all activities connected with the school program and discipline may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

In taking disciplinary action, staff members will exercise their best professional judgment and will observe all applicable laws and regulations. Disciplinary action will be applied in a consistent and non-discriminatory manner. Minor behavioral problems should be handled by the classroom teacher or adult supervisor. Major behavioral problems should be referred to the building principal and, at the discretion of the principal, parental contact will be made as directed by Board of Education Policy 7:190.

Student Removal from the Classroom

A teacher may temporarily remove a student from class for disruptive behavior generally only after first using less severe disciplinary measures to correct the behavior problem. The length of the removal from class will be determined in consultation with the principal. Any student removed from class by a teacher must be provided supervision and the teacher must not, in removing a student from class, leave the remainder of the class unsupervised.

Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools, that is, as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State of Education rules, Section 1.285, "Requirements for the Use of Isolated Time Out and Physical Restraint" and Board Policy 7:190. Restraint may be administered as a last resort when other methods have failed to produce the desired results or as needed for the safety of individuals. Corporal punishment will not be utilized as a disciplinary measure.

Except in situations where it is determined that physical or emotional safety of individuals or the learning environment is an immediate concern, a student must be advised of the misconduct which may result in removal from class, suspension or other severe disciplinary action and given an opportunity to respond to the charges of misconduct and the proposed disciplinary action before a final decision is made. If the student denies the misconduct he or she will be advised of the basis for the teacher's or administrator's belief that the misconduct occurred and given an additional opportunity to respond. Parents/guardians will be actively involved in

remediation of the student's behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.

Search of School Property

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Notification of Discipline Policies and Procedures

The Superintendent has established procedures: (1) to furnish a summary of the Board's policies on student discipline to the parent or guardian of each student within fifteen days after the beginning of the school term or within fifteen days after a transfer student starts school during the school term; and (2) to inform students of the contents of the Board's student discipline policies.

The Superintendent will appoint a parent-teacher advisory committee composed of at least one parent representative from each level, one teacher representative from each level, a principal from each level and the Associate Superintendent, who will chair the committee. The committee will meet at least annually and submit recommendations with respect to policy guidelines on student discipline to the Board on or before the close of each school term.

Under the direction of the Superintendent, school personnel will establish, regularly review and revise, if necessary, procedures for implementing the School Board's disciplinary policies.

DUE PROCESS PROCEDURE

School Board Policy: 7:220/7:210

In disciplinary cases where a student is removed from school for a day or longer (out-of-school suspension), the district affords a due process appeal procedure. The student shall be informed of the charges and have the right to respond. Upon request of the parents or guardian, an appeal of the suspension may be made to the principal of the school. If the parents or guardian do not feel that a satisfactory resolution has occurred at the school building level, the parents or guardian may request a hearing at the district level. Upon receipt of this request, the School Board shall conduct a hearing or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

A student whose presence poses a continuing danger to persons or property, or poses an ongoing threat or disruption to the academic process, may be immediately removed from school. In such cases, the requirements of due process proceeding will follow as soon as possible.

NOTE: The above procedures do not guarantee protection of privileges such as participating in extra-curricular activities, including athletics.

HARASSMENT, BULLYING AND WEAPONS

School Board Policy: 7:180/ 7:20

A safe school environment includes the right of students and staff to be safe from threats to their person. Therefore, the use of inappropriate language or behavior (including oral, written or electronic) that harasses, intimidates, or humiliates another person on the basis of color, race, gender, religion, creed, national origin, physical or mental disability, sexual orientation or other protected group status is absolutely forbidden. Students who believe they have been a victim of harassment/bullying, or have witnessed an act of harassment/bullying should report the incident to their teacher, principal or school employee. That person must then report it to the school principal. Upon receiving a complaint the principal shall promptly review the incident and initiate appropriate investigations and/or referrals as needed.

No person, including a District employee or agent, or student, shall harass, intimidate, haze, or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, [electronic and cyber bullying,] or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, or treatment; or
 - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's

same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Explosives, Firearms or Other Dangerous Weapons or Instruments

Possession or use of explosives, firearms, or other dangerous weapons or instruments is prohibited on school buses, in school buildings and on school grounds at all times.

Students violating these policies shall be disciplined by the building administrator on an individual basis which could include measures such as counseling, parental notification, loss of privileges, suspension or expulsion.

Other Behavioral Infractions

Information regarding the discipline of other behavioral infractions can be found in Board Policy 7:190 located on the district website at <http://policy.bps101.net/book-page/7190-student-discipline>.

SAFETY AND EMERGENCY DRILLS

Board of Education 4:160/4:170

For a safe environment all students and staff need to know what to do in case of an emergency or potentially dangerous situation such as a fire or severe weather. All Batavia students regularly participate in the training and practice of proper safety precautions and procedures. At the elementary level each child practices how to behave and specifically what to do in the case of:

- Fire
- Tornado
- Earthquake
- School intruder
- Bomb threat
- Bus emergency or
- Local emergency that would require students being ‘Sheltered in Place’ at school.

This is done through drills which are scheduled throughout the school year. For the first drill of the year, students and staff are usually pre-warned so that procedures can be reviewed and practiced before the drill. Follow-up drills are usually unannounced to assess student and staff preparedness. Proper use of playground equipment is also reviewed with students as part of school rule discussions.

Pesticide Application Notice

The Buildings and Grounds Supervisor shall provide an annual schedule of pesticide application to the supervisor of each District building. The supervisor of each District building shall notify students and their parents/guardians and employees in their building, at least 2 business days before a pesticide application in or on school buildings or grounds. The notification must: (1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published, (2) identify the intended date of the application, and (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property, in which case the Structural Pest Control Act (225 ILCS 235/10.3) or the Lawn Care Products Application and Notice Act (415 ILCS 65/3), whichever is applicable, shall control.

Criminal Offender Notification

Building Principals or their designees shall inform parents/guardians about the availability of information concerning h during school registration and, if feasible, during parent-teacher conferences. Information should be distributed about the Statewide Sex Offender Database (a/k/a Sex Offender Registry), www.isp.state.il.us/sor and the Statewide Child Murderer and Violent Offender Against Youth Database, www.isp/state.il.us/cmvo/. Information may also be included in the Student Handbook. See the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., and exhibit 4:170-E8, Informing Parents About Offender Community Notification Laws. Requests for additional information shall be referred to local law enforcement officials.

EQUAL EDUCATIONAL OPPORTUNITIES POLICY

Board of Education Policy: 8:20

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to [105 ILCS 5/3-10](#) of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to [105 ILCS 5/2-3.8](#) of The School Code).

Within seven (7) calendar days of inquiry by a student, parent/guardian or community resident, the Coordinator will send a copy of the District's Uniform Grievance Procedure ([2:260](#)) to the person making the inquiry. Upon receipt of a written grievance, the Coordinator will investigate the nature and validity of the grievance with the District personnel responsible for the program or activity cited by the grievant. The Coordinator may seek advice from related state agencies or legal counsel. Within sixty (60) calendar days of receiving the grievance, the Coordinator will render a written decision, including the steps to be taken for further appeal of that decision. The Coordinator's written decision may be appealed within fifteen (15) calendar days to the School Board by submitting a written request for hearing before the Board, addressed to the Office of the Superintendent.

Notice:

The grievant is entitled to confidentiality and respect and will not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision.

The Coordinator will be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and the appeal of decisions. The Coordinator for Nondiscrimination for Batavia Public Schools is the Assistant Superintendent for Human Resources, and may be contacted at the Board of Education Offices, 335 West Wilson Street, 630.937.8800.

PARENTS' RIGHT TO REVIEW TEACHER QUALIFICATIONS

Federal law allows parents to ask for certain information about their child's teachers and requires districts to provide this information in a timely manner. Specifically, parents have the right to ask for the following information about certified staff members and paraprofessionals who work with their child(ren).

- Whether the Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The certified staff member's college major, whether the certified staff member has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If a parent would like to receive any of this information, please call the Human Resources Department at the District Administration Office at 630.937.8830.

PARENTS' RIGHT TO REVIEW INSTRUCTIONAL MATERIALS

A list of textbooks and instructional materials used in the District is revised annually by building administrators under the Superintendent's direction and shall be made available to the Board and professional staff as a reference. Parents may arrange to inspect any textbook or instructional material by contacting the building administrator.

TECHNOLOGY GUIDELINES

Board of Education: 6:235

Computers are available for student use in the classrooms as well as in the computer labs. All computers are connected to the Internet. Use of computers and Internet in the schools is at the discretion of the teacher. Students are expected to use the computers in an appropriate manner. The use of the computers must be in support of educational goals and objectives of the Batavia Public Schools.

Disciplinary action may be taken if:

- An attempt is made to install or the successful installation occurs of any copyrighted or non-copyrighted material, shareware, or freeware on any school computers.
- Threatening or obscene material and/or inappropriate words or characters are saved into files or displayed on the screen or in the log-in boxes.
- Any attempt is made to bypass or disable the security system of an individual computer or Batavia Public Schools networks. A student who identifies a security problem is required to notify a teacher and must not demonstrate the problem to other users.
- An attempt is made to log on to any computer or network system as any other user or as a system administrator, whether successful or not, or an attempt is made to turn on file sharing on any computer, whether successful or not.

- Vandalism, or any malicious or deliberate attempt to harm or destroy data of another user, or data saved to the computer, or data saved to the server is made.
- A student causes physical vandalism or damage to any computer hardware, or an attempt is made to introduce a virus or any other program onto a school computer.

Each student is issued a password to save individual files to the server. Students should not give this password to any other student.

Internet Account: Terms and Conditions for Use

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use

Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and

5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the District's *Authorization for Electronic Network Access* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Disciplinary Actions

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology will result in disciplinary action by staff, administration and/or the Board of Education.

Student User

- Administration and/or Board of Education action including suspension or expulsion
- Confiscation of inappropriate items
- Restoration or restitution for all damage
- Loss of access privileges temporarily or permanently

Citizen User

- Conference with administration
- Confiscation of inappropriate items
- Restoration or restitution for all damage
- Revocation of access privileges and use of technology and equipment

ACCEPTABLE USE

Board of Education: 6:235

Batavia School District 101 (the "School District") provides computers and Internet access as one of the ways to advance its educational mission. Technology, which includes computers, networks, and the Internet, has become part of that environment. Use of School District technology must be in support of education, research, career, and/or professional development. The purpose of this policy is to ensure that those using the School District's information resources will do so in accordance with the School District's mission, educational goals, and the policy and regulations established by the board, administration, regional, state and/or federal agencies. This policy promotes the ethical, legal, and school-related use of the network and ensures Batavia School District 101 is in compliance with the Children's Internet Protection Act.

Use of the network for commercial or for-profit activities, personal, financial or commercial gain, or illegal purposes is prohibited.

Transmission of material in violation of any state or federal regulation is prohibited. This prohibition includes, but is not limited to, copyrighted materials, and materials protected by trade secret.

Violation of any provision of the Illinois School Student Records Act, which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores is prohibited.

The Internet provides access to information on computer networks worldwide. Each user on the network is required to recognize his/her responsibility in having access to an immense number of sites, systems, services, and people. Pursuant to the Children's Internet Protection Act, Batavia School District 101 uses filtering software to screen Internet viewing activity and email of all users for offensive material. Nonetheless, users are reminded that no filtering software is one hundred percent effective and it is possible that the software could fail. At times, users may come across inappropriate sites. It is the responsibility of the user to exit the site. The user is responsible for his/her actions and may not access, download, or print from these sites. The Batavia Public School District 101 will not be liable in the event that the filtering software is unsuccessful in preventing access to inappropriate and/or harmful material.

The School District takes no responsibility for any information or materials that are transferred through the internet. Further, the School District makes no guarantees regarding the reliability of the data connection. The School District is not liable for any loss or corruption of data while using a computer and/or Internet connection.

The School District reserves the right to examine all data stored in computers, servers and other devices connected to the District's network, email or Internet access to insure that users are in compliance with these regulations.

Intentional violation of this policy, abuse of the network, and/or illegal conduct, including any form of vandalism to equipment or information, uploading or creation of computer viruses, "hacking", unauthorized access to the files of other users, .or unauthorized access to or unauthorized use of databases, copyright contract and license violations will result in disciplinary action including suspension or revocation of access privileges an/or appropriate legal action.

The actions of users accessing the networks and Internet through the School District reflect on the School District. Users must conduct themselves accordingly by. exercising good judgment and complying with this policy and any other administrative regulations and guidelines. Access to the Internet is a privilege, not a right, which requires that each user act in an appropriate and responsible manner.

The School District reserves the right to deny, revoke, or suspend specific user accounts.

Guidelines

1. Only authorized users, individuals who have signed Acceptable Use Policy agreements on file may use the computers and the network.
2. When using the school's computer or accessing the network, individuals will:
 - Respect the right of others using the network
 - Use the Internet only for educational purposes related to the curriculum
 - Use appropriate language (not obscenities, vulgarities, threats, harassment, or discriminatory remarks)
 - Keep personal information, addresses, phone numbers private
 - Respect and uphold copyright and licensing laws
 - Maintain confidentiality of student records and student information
3. Individuals may not:
 - Misrepresent identity or claim to be acting on behalf of the School District
 - Use the network to disrupt the use of the network by others

- Download and/or install and/or use unauthorized software, games, programs, files, electronic media, and/or stand-alone applications
- Damage or attempt to destroy hardware/software, data, or files of other users
- Access, download, transmit and/or create pornographic or obscene material
- Gain unauthorized access to resources or files
- Upload or create computer viruses

The District may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy.

REGISTRATION AND REGULAR SCHOOL INFORMATION

ENTERING AGES

Board of Education Policy 7:50

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year.

Early Admission

The district recognizes that there are some children whose fifth birthday occurs after the September 1st cutoff that exhibit kindergarten readiness. Any student who turns five between September 2nd and December 31st, and whose parent believes is ready for kindergarten, will be allowed to petition for early admission.

Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be six years old on or before December 31st.

A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Students enrolling in the District for the first time must present:

1. A certified copy of his or her birth certificate or other reliable proof of identity and age. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate or other reliable proof of identity and age, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy [7:60](#), Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy [7:100](#), Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students. Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy [6:140](#), Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. The Superintendent is delegated all authority granted to the Board of Education in order to implement this policy, subject to specific Board action to the contrary. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools and attendance may not exceed 12 months.

The Board of Education may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual above the age of 17 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals With Disabilities Act or accommodation plans under the Americans With Disabilities Act.

RESIDENCY

Board of Education Policy 7:60

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b)

the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Parents choosing to remain will be solely responsible for the transportation of their child(ren) to school and may not use district transportation under any circumstances.

Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transportation to and from school.
5. The student will attend the school designated by the Board of Education.

Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools tuition-free pursuant to

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with a cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. . Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy [6:140](#), *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

SCHOOL FEES

Student fees are established by the Board of Education. A schedule of student fees will be distributed by each building as part of the registration process. Fee waivers are available if the student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

STUDENT INSURANCE

Student Accident Insurance will be provided for all students by Batavia Public Schools for the 2008-2009 school year. This is *additional* insurance offered on "an excess basis". Benefits are coordinated with any other insurance the student and his/her family may have. It provides school time coverage of all sponsored and supervised activities, including athletics. Information about this coverage is available through the Operations Division of the Batavia Public Schools (630.937.8833). In addition, you may choose to purchase additional "24-hour" student insurance at a low cost. Information regarding the cost of the "24-hour" coverage insurance is available from your building principal. Additionally, the State of Illinois offers health care coverage to all Illinois children. Information about this program, AllKids, can be accessed through the AllKids website (www.allkidscovered.com) or by calling (866.255.5437). We highly recommend that all students be covered by an insurance program. If you do not already have family coverage, please take advantage of one of these insurance programs.

SCHOOL BUS INFORMATION

Students living 1-1/2 miles or more from their attendance center are entitled to ride the school bus at no cost. Students living within 1-1/2 miles, but in an area designated as hazardous by the State of Illinois, may ride the bus at no cost. Students living within 1-1/2 miles may ride the bus for a fee.

Students who use the bus service for transportation to and from school must register with the school office at the time of school registration. Students who are not registered may not ride a school bus for any reason except a school sponsored trip. Students may ride only the bus to which they are assigned.

Please notify the school if a child is not going to ride the bus home from school. Unless notification is received, the child will ride the bus home.

Bus route and stops are published electronically on the PowerSchool parent portal which can be accessed through the district website at www.bps101.net.

All students who ride a school bus--whether to and from home or on a field trip--are expected to follow the safety guidelines listed in the District's *Elementary School Handbook*. Riding a school bus is a privilege not a right.

Failure to comply with reasonable expectations will result in suspension of bus riding privileges.

Discipline reports filed by the bus company with the school office will be forwarded to the parent. A regular pattern of reports will result in a loss of bus riding privileges.

Twice a year all students participate in a Bus Evacuation Drill. The purpose of these drills is to ensure that students and adults know what to do in the case of an actual bus emergency.

Illinois Central School Bus
220 North Randall Road
St. Charles, IL 60174
Phone: 630-584-1658
BPS Transportation Line: 630-937-8837

Code of Conduct for Riding the School Bus

Riding the school bus is a privilege provided to the student population by the district.

Video Cameras May Be In Use

1. School Bus Passenger Code of Conduct

- a. This code shall apply to all passengers riding Illinois Central School Bus school buses including faculty, staff, students, and authorized guests.
- b. Illinois Central School Bus shall communicate the requirements of this code through the districts that we serve through printed notice. In addition to meet and greet handouts to the parent population.
- c. Parents or guardians of student passengers are responsible for instructing their children on applicable safety and behavior expectations for their children, including acquainting themselves with, and discussing with their children, the bus procedures.
- d. Students who do not abide by the code may forfeit their bus riding privileges. Illinois Central School Bus will supply detailed documentation to the district. The final decision to interrupt transportation services will be determined the authorized school district official.

2. Code of Conduct

Prior to Loading (on the road and at school)

- a. Encourage students (especially those in pre and elementary school) to use the restroom prior to boarding the bus. The bus will not make restroom stops.
- b. Be on time at the designated school bus stop in order to keep the bus on schedule.
- c. Refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of the student or to others while waiting for the bus.
- d. Wait until the bus comes to a complete stop before boarding the bus. Students shall line up in an orderly, single-file manner and not rush to board the bus. Students should board the bus by age with youngest students loading first.
- e. If there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
- f. Use the bus handrail and watch your step when boarding the bus.

While on the bus

- g. Keep head, arms and hands inside the bus at all times. Yelling or obscene gestures will not be tolerated.
- h. Refrain from loud talking, laughing, or creating unnecessary confusion, which may divert the driver's attention and may result in a serious accident.
- i. Treat fixtures on the bus with care. Illinois Central School Bus will seek reimbursement for any vandalism or other acts of destruction that result in damage to bus seats, windows, etc.

- j. Refrain from tampering with the bus or its equipment.
- k. Keep all aisle ways clear of books, packages, coats and other objects.
- l. In cases of road emergencies, remain in the bus unless directed otherwise by the bus driver.
- m. Do not throw any objects out of the bus window.
- n. Remain properly seated while the bus is in motion. Remain in assigned seat unless directed to move by driver. Do not stand or sit on the bus floor.
- o. Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others.
- p. Do not consume food or beverages on the bus.
- q. Obey all instructions from the bus driver.

3. After Leaving the Bus

- a. When crossing the street without the assistance of a bus driver, cross at nearby crosswalks or intersections, 12 feet in front of the bus but NEVER behind the bus. If no crosswalks or intersections are available, look both left and right to ensure that no vehicles are approaching before crossing. Always avoid crossing at curves or on hills.
- b. When crossing the street with the assistance of a bus driver, walk twelve (12) feet in front of the bus and check to see if the alternating red lamps on the top of the bus are flashing. If so, look at the driver and wait for him/her to give you the signal to cross. If the red lamps are not flashing, do not cross. Notify the driver if the lamps are not working and ask for assistance in crossing the street.
- c. Passengers shall not be permitted to leave the bus at other than designated bus stops unless proper authorization has been given in advance by school officials.

4. Bus Assignments

- a. Passengers may be assigned to ride designated buses at specified times and locations.
- b. Passengers may not bring guests or friends on the bus.
- c. Passengers are assigned seats on the bus, and if not assigned the bus driver will determine where the passenger will sit.
- d. Illinois Central School Bus may take corrective action against passengers who violate the Code, up to and including forfeiture of bus privileges by requesting approval from the authorized school official.

5. Reporting of Student Infractions

Students are under the direct supervision of the bus driver while riding the bus. The driver shall be responsible for enforcing and reporting any infractions to the school administrator. If monitors are riding the bus, they shall assist the driver with supervision.

If an infraction is observed, the driver shall submit an Incident Report to the dispatcher on duty immediately upon return to base. This notice will be sent over to the authorized school official for review and determination of action to be taken. The student's parents shall be notified of the incident by the authorized school official or by Illinois Central School per authorization from authorized school official.

The driver shall not threaten nor order students off the bus en route. The driver shall not search students nor detain students by force on the bus. If the school administrators are not at the loading area or bus stop, students shall be permitted to leave.

If an emergency exists, the driver shall stop at the nearest safe location and make reasonable efforts for self-protection and protection of other passengers. In the event the driver cannot make the protective efforts, the

driver shall set the brakes and gear to secure the bus, remove the ignition keys, evacuate passengers from the bus and call for assistance.

The driver shall verbally inform the dispatch of the action taken immediately after completing the run and submit a written report. Dispatch will send over a copy of this report to the authorized school official. In addition dispatch will call the assigned school official to report this incident, documenting date and time of call.

6. Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Illinois Central School Bus – St. Charles Location is dedicated to the following:

- Providing safe transportation of the students is our number one priority.
- Accommodating transportation requests and meeting our time commitments is our second priority.
- Operating efficiently and within our budget is third.

Transportation Reimbursement

The purpose of the Parent/Guardian Pupil Transportation Program is to reimburse parents or guardians of eligible students for qualified transportation expenses. Statutory authority for this program can be found in the Illinois School Code at 105 ILCS 5/29-5.2 Student eligibility criteria for this initiative includes the following:

- The pupil must be under age 21 at the close of the school year;
- The pupil must be a full-time student in grades K-12;
- The pupil must live either:
 1. 1 1/2 miles or more from the school attended; or
 2. within 1 1/2 miles of the school attended, where a verified safety hazard exists (similar to the safety hazard mechanism in regular/vocational transportation reimbursement); and
- The pupil did not have access to transportation to and from school provided entirely at public expense. Parent/Guardian Transportation Claim forms are mandated to be filed electronically via the Illinois State Board of Education (ISBE) Web Application Security System (IWAS) located on the ISBE homepage at www.isbe.net.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

Board of Education Policy 7:100/6:140

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by the Illinois Department of Public Health, a diabetes screening must be included as a required part of each health examination; diabetes testing is not required. State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.
3. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
5. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless, failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Yearly Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection,;
2. The Health examination or immunization requirements on medical grounds if a physician provides written verification, or;
3. The Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. The Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist; or
5. A waiver form needs to be submitted to the school for vision and dental examination compliance.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment

THE SCHOOL DAY

ATTENDANCE

To ensure continuity of instruction and to develop positive habits it is important that your child attends school regularly and arrives at school on time. **Batavia Public Schools discourages vacations during school days. Missed assignments due to vacations can be completed upon return to school.**

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give notice to the District 5 days before the student's anticipated absence.

Parents should attempt to schedule medical and dental appointments outside of school hours when possible. If an appointment must be made during school hours, please notify the school by written request. Parents must call for the child at the school office.

The program of elementary instruction in District 101 begins promptly at 9:00 am and ends at 3:30 pm. Adult supervision is provided at 8:45 am. Children should not be on the school grounds before 8:45 am.

Be sure your child is dressed appropriately for the weather. Students will remain outside until just before the beginning of the school day at 9:00 a.m. unless the air temperature or wind chill is below zero or there is a steady rain.

ABSENCES AND TARDINESS

Board of Education Policy: 7:70

If your child is absent from school, please call the 24 hour attendance line before 9:00 a.m. When leaving a message on the answering machine, please clearly identify your child's name, teacher, and reason for absence. Please call each day that your child is absent. If we do not hear from an absent child's parent or guardian, phone calls will be made to locate the child. You may request homework to be prepared and left in the office for pick up at the end of the school day when you call to report your child's absence.

Per Illinois school code:(105 ILCS 5/26-2a)

"Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health, or other reason as approved by the superintendent or designee." Excessive absences that may qualify as a "*valid cause*" shall be included in a determination of truancy.

Students who are unable to attend classes due to the observance of a religious holiday shall be excused from any examination or any study or work assignment specific to such day(s). The building principal shall determine the validity of an absence. Other or unusual reasons for absence can be excused following a conference between the pupil's parents and the building principal. Excessive or patterned absences or tardiness may require further verification by school personnel or the intervention of Kane County officials.

It is the parent's responsibility to see that each child completes all work following his/her return from unexcused absences.

Students who are tardy must sign in at the office. Students who go home for lunch, must have a note from home and must sign out and in at the office.

If your child must be taken out of school for any reason (e.g. doctor and dental appointments), please send a note to the teacher who will forward it to the office.

Children will receive a pass to be dismissed to the office. The child(ren)'s parent is to meet the child(ren) in the office, and the parent must sign the child(ren) out.

A "chronic or habitual truant" shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.(Source: 105 ILSC 5/25-2a)

Parents will be notified after 4 and 8 cumulative absences in a school year to inform them of the accumulation of absences. After 9 cumulative absences, unexcused or excused, a referral may be made to Kane County Truancy.

Chronic truancy will be monitored by each elementary building level problem solving team. Parents of these students will receive written notice of their child's attendance record and concern. A conference with the building level problem solving team will be required with the receipt of the second truancy notice. A third notice will result in a referral to the Kane County Regional Office of Education Truancy Program.

TIMELY PICK UP OF STUDENTS

Students are expected to be picked up at the scheduled dismissal time. On occasion, emergency situations arise that cause a parent to be delayed in picking up a child. When such a delay occurs, the parent is expected to call the main office of the school to make temporary arrangements with the building secretary or principal. Prior to the arrival of the parent or emergency contact, the child will be brought into the main office. Should a pattern of late pick-ups emerge, or should a significant late pick up occur, the building principal may involve the police liaison or Batavia Police Department in resolving the situation.

DRESS

Board of Education Policy: 7:160

Attitude is reflected in the dress of a person. Some styles influence the behavior of students. Students are, therefore, expected to appear at school neat, clean and properly dressed. Any type of dress or grooming which is disruptive to the learning/work environment will not be permitted. No clothing or jewelry may promote smoking, alcohol, drugs, violence, cults, or groups which advocate violence and drugs. If a student's dress or appearance is such as to cause undue attention, the parent will be contacted and the child may be sent home.

Generally, students are **not** allowed to wear hats, sunglasses, coats or jackets in class. Under certain circumstances faculty members have the authority to permit exceptions to this rule. (i.e., cold temperature in classroom, special occasions, student with medical need).

Parents are encouraged to keep an extra set of seasonally appropriate clothes at school in case of an accident. Labeling all extra clothing, including outerwear such as clothes, hats, coats etc., makes it easier to locate misplaced items.

NON-SCHOOL OBJECTS

Non-school objects such as electronic devices, toys, trading cards, etc. can become distractions at school. Favorite toys have been broken, lost or stolen at school, and it is often difficult to repair or find them once they are gone. For these reasons and the fact that there is very little time to play with these types of objects at school, we request that all such objects remain at home where they are safe, unless special arrangements are made with the classroom teacher.

PETS AT SCHOOL

Bringing animals on to school property poses a potential hazard for our students. Because we recognize that both animals and children can behave in unpredictable ways that could jeopardize their safety, Batavia Public Schools requests that pets NOT be brought on to school property while parents are dropping off or picking up their children at school. Likewise, parents or children should not bring pets on to school property during the school day. In

this case, prior arrangements should be made with the school principal to ensure the safety of all during such a visit, taking into consideration any allergies and/or phobias of children in that classroom. Students with disabilities or a medical condition that require a service animal shall not be prohibited from having their animals in the classroom.

LUNCH

Students who choose to eat lunch at school may either bring a sack lunch or participate in the school's lunch program. All elementary schools only serve a government approved, Type A hot lunch (which does include milk). White or chocolate milk may also be purchased separately. A calendar of menus is sent home monthly.

Lunch Payment

Parent Online allows parents to purchase lunches and milks online. Instead of students using a lunch ticket to pay, they will pay electronically using a finger scan. Parents who do not wish to use a credit/debit card to make lunch purchases, can send a personal check to the school office. The student's account will be credited within a 48 hour period. Parents who have not granted permission for their student(s) to be finger scanned are still encouraged to utilize Parent Online to make payments for school lunches and milks.

To access Parent Online:

- Go to the Batavia School District's web site at www.bps101.net.
- Click on the For Parents button located in the upper right hand corner of the home page.
- Click on "Parent Online"
- Click on the blue "Parent Online Meal Payments" box
- You will be asked to complete an initial registration.
- The first time you complete the registration you will be asked for the student's id number.
(If you do not know your student's id number, please contact the school office.)

Free and Reduced Lunches

Free and reduced lunches are available to children of eligible families. It is necessary to complete a qualifying application, available in each building office.

Bringing Lunch from Home

Our lunchrooms operate under a reduced waste philosophy. Our intent is to encourage our students to become more conscious of the amount of waste materials which results from our daily habits and to recycle items whenever possible. Your support in using reusable items such as Tupperware or sending recyclable materials in lunches brought from home is much appreciated. To encourage a well-balanced lunch and reduce the amount of uneaten food, please monitor the amount of food and types of food sent.

Due to the number of students with food allergies and restricted diets, as well as the desire to ensure that what students bring from home is what they eat, students are discouraged from sharing food with other students.

It is considered a privilege to eat lunch in the school lunchroom. Lunchroom behavior must be appropriate or the privilege may be removed for individual students.

Students will go outside for lunch recess unless the air temperature or wind chill is below zero or there is a steady rain. Please be sure your child is dressed for the weather.

SCHOOL VISITORS

Board of Education Policy: 8:30

Parents and visitors are always welcome to visit classrooms, observe a lesson or activity and volunteer to help here at school. To maximize instructional time, teachers appreciate advance notice to help prepare their students. This helps to ensure that a visitor walking into the classroom will not break the flow of instruction. We ask that parents and visitors refrain from ‘dropping by’ classrooms unless the teacher is aware of the visit ahead of time. Therefore, visits should be arranged in advance with teacher or principal.

All visitors must report to the school office before proceeding elsewhere in the building. They must present a state identification document to receive an identification badge. While in the building, visitors must wear an identification badge.

Frequently schools receive requests for children who are visiting with Batavia school families to spend the day at school with a school-age friend or relative. If accompanied by an adult, the visiting child may visit the building and/or class of the school-age friend or relative, but may not spend the day. This is due to liability concerns as well as the potential disruption to the other students’ academic program. If you have specific questions regarding this issue please contact the building principal.

ELEMENTARY REPORT CARDS

Students in grades K-5 receive report cards three times a year. Each term, report cards will be sent home via email. Report card information can be obtained electronically by parents on PowerSchool. Any questions regarding report cards can be addressed to your building principal.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held for all parents near the end of the first trimester. Teachers will notify parents of their conference schedule.

In the event that the parent and/or legal guardian cannot attend a school conference but chooses to designate another person to attend in their absence, the parent must submit a written note authorizing the named person to attend on the parent’s behalf. A letter is required for any parent representative including, but not limited to, grandparents, step parents, significant others, or other adults residing within the home.

We encourage close communication between home and school. Feel free to call your school office and schedule a conference with the teacher and/or principal anytime you have a concern.

HOMEWORK POLICY

Board of Education Policy: 6:290

Homework is an integral part of the learning process and an extension of the classroom learning experience. The objectives of homework are:

- To provide for the practice of skills taught in the classroom
- To promote independent research which requires the student to go beyond practice into self-initiated work
- To encourage the development of the student's own interests by enabling the student to expand worthwhile school activities into permanent leisure interests
- To acquaint parents with what their children are learning in school and to invite their help when desirable.

Homework assignments are to be organized so that the purposes and procedures are clearly understood by the student and the scope is realistic. The amount of homework should be graduated from elementary through senior high levels to accustom the student to the regularity and continuity of home study.

PROMOTION

Board of Education Policy: 6:280

The Superintendent or designee shall develop a system to determine when promotion/retention and graduation requirements are met. The decision to promote/retain a student to the next grade level shall be based on the completion of the curriculum, attendance, performance based on state and local testing, or though meeting educational benchmarks. A student shall not be promoted/retained based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is retained.

TELEPHONE CALLS TO SCHOOL AND TEACHER CONTACT

If you desire to talk to your child's teacher, please call the school office and request the voicemail box for your child's teacher. Leave your name and telephone number and the teacher will be glad to call you back when convenient. Please do not expect to talk directly to teachers during school hours unless the call is of an emergency nature. Further, students are not allowed to use the telephone during the school day except in an emergency or if directed by his/her teacher. You may also communicate with your child's teacher via Batavia Public Schools e-mail. Staff e-mail addresses may be acquired by contacting your child's school.

TELEPHONE USAGE AND CELLULAR TELEPHONES

Board of Education Policy: 7:190

Students are expected to come to school prepared for learning each day. The school telephones may be used by students in emergency situations only. The classroom teacher will determine the value of any student request to use the telephone. Patterns of student usage will be monitored and reported to the Principal for further action. Please make all after school plans with your child prior to leaving the home in the morning.

The use of cellular telephones, beepers, and electronic paging devices are not permitted during school hours. All such devices are to be turned off and should not be visible during the school day. Violation will result in confiscation of the devices, which will then be turned over to the Principal. These devices will only be returned to parents or legal guardians. Batavia Public Schools is not liable for lost or stolen items. Cell phone usage is never allowed in the bathrooms and locker rooms of Batavia Public Schools.

SNOW DAYS & EMERGENCY SCHOOL CLOSINGS

School closing information is distributed through email delivery via Messenger, an electronic message broadcast system operated through the District 101 website. You may also access information about school closings through the District 101 website (www.bps101.net) or the Internet at www.emergencyclosings.com. Additionally, two emergency closing telephone numbers, 1-312-222-SNOW (7669) and 1-800-662-4846 will provide this information. A list of television and radio stations that may broadcast school closing information is also available through the Internet at www.bps101.net/info/emergency_advisories.html.

PARENT/TEACHER ORGANIZATION - PTO

Board of Education Policy 7:15

All of the elementary schools in Batavia have individual Parent/Teacher Organizations. Regular meetings are held within each building and parent involvement is strongly encouraged and most welcome.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

HEALTH & SAFETY

MEDICATIONS

Board of Education Policy 7:270

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. All prescription medications and "over-the-counter" medications are required to be in the nurse's office. Any student in possession or use of their own prescription medication or over the counter medication without permission from the school nurse will be subject to disciplinary action. Students cannot distribute these types of material to others. Doing so represents a disregard for a serious school procedure and as such will be dealt with in accordance with disciplinary procedure.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" and self-administration form is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a

“School Medication Authorization Form.” The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

COMMUNICABLE DISEASES

Board of Education Policy 7:280

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies. The Superintendent will develop procedures for communicable and chronic infectious diseases for the Board's consideration.

FOOD ALLERGY MANAGEMENT PLAN

School attendance may increase a student’s risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students’ families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

FOODS AND TREATS FOR CELEBRATIONS

Food for school/class events, birthday celebrations or rewards will not be allowed. Issues related to food allergy management, loss of instructional time, disparity, and the district’s commitment to promoting a healthy lifestyle have contributed to the development of this procedure consistent with BOE policies 7:285 and 6:50. If you have a specific event or school business partnership that you would like considered as an exception, please see the building principal. All food not approved by the building principal will be returned to the parent/guardian.

ACCIDENTS AND ILLNESSES

Board of Education Policy 7:275

Most school accidents are handled by the nurse at the school or other school personnel if the nurse is not present. Parents will be notified in the cases of the more serious injuries. In emergency situations, school personnel will contact 911.

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child or ward must be signed by the child's physician and given to the Building Principal or Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act ([755 ILCS 40/1 et seq.](#)).

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes the child's parent(s)/guardian(s) and physician, as well as school personnel designated by the Superintendent. The team shall determine specific interventions to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event. The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

Children should not attend school if they show symptoms of sore throat, earache, fever, stomach upsets, vomiting, diarrhea, rash, persistent cough or reddened, watering eyes during the previous twenty-four hours. They should remain at home until fever-free and vomit-free for 24 hours and/or until completely recovered.

Students who become ill during the day will be sent to the health office. The school nurse, district nurse or other office personnel will assess the situation and call the parent, if necessary. **It is extremely important to keep up-to-date telephone and cell phone numbers for home, work, child care providers and emergency numbers.** Also, please keep school personnel informed of medical conditions or special needs that your child may have. This information is kept confidential and released on a need-to-know basis only. Please keep all information current!

HOMEBOUND TUTORING

Board of Education Policy 6:150

A student absent from school for more than 2 consecutive weeks (ten consecutive school days) because of health or physical impairment will be provided the services of a certified teacher in the home or hospital. Appropriate educational services shall begin within five days of the first day of absence upon receipt of a written statement from a licensed medical examiner and a written parental or guardian request filed in the office of the Superintendent.

Instructional time will be provided for a minimum of 5 clock hours per week on days when school is normally in session. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate the student's return to school.

PHYSICAL EDUCATION/RECESS EXCLUSIONS

Board of Education Policy 7:260

In order to be excused from participation in physical education or recess for up to 3 days per semester, a student must present an excuse from his or her parent/guardian. In order to be excused for 2 or more consecutive or more than 3 days per semester, an excuse from a person licensed under the Medical Practice Act is required. The excuse may be based on medical or religious prohibitions. State law prohibits a board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education course.

SUSPECTED CHILD ABUSE

Board of Education Policy 7:150

According to Illinois Law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child, must report such a case to the Department of Children and Family Services. School officials and officials of the Department of Children and Family Services are prohibited from revealing the identification of the reporting employee. The reporting employee is protected by law from liability and is, in fact, liable for prosecution if the suspected abuse or neglect is not reported.

The determination of abuse or neglect is not the responsibility of any school staff member. The Department of Children and Family Services is responsible for initiating the investigation and recommending action as a result of the investigation.

All requests by agency or police officials to interview a student shall require a district administrator, social worker, psychologist, or certified nurse to be present.

A police officer may interview a student in school providing he/she presents proper identification to the Building Principal prior to the interview. A building administrator will notify parents before the student is interviewed. "Notice" includes telephone contact with parent(s)/guardian(s) or leaving a voicemail message. The interview shall be conducted in the presence of a teacher, counselor or Building Principal and/or the parent(s)/guardian(s), if the parent(s)/guardian(s) desire to be present for the interview.

HEALTH EDUCATION

In grades pre-K through 12, age appropriate sexual abuse and assault awareness and prevention education shall be included.

COURT ORDERS

During times of family difficulties, a court order may prohibit a parent or other family member from having contact with a specific child. A copy of any legal document which mandates this separation must be on file with the school office. These documents can only be honored through the dates defined in the document. This procedure assures that the child is released ONLY to the appropriate adults.

ORDERS TO FORGO LIFE-SUSTAINING TREATMENT

Board of Education Policy 7:275

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child or ward must be signed by the child's physician and given to the Building Principal or Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act ([755 ILCS 40/1 et seq.](#)).

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes the child's parent(s)/guardian(s) and physician, as well as school personnel designated by the Superintendent. The team shall determine specific interventions to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event. The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

INSTRUCTIONAL PROGRAMS AND REGULAR SERVICES

GIFTED & TALENTED

See the gifted handbook on the district website.

READING RESOURCE PROGRAM

The purpose of the reading resource program is to provide literacy support for at-risk students, with the greatest intensity of services concentrated at the kindergarten, first and second grade levels. The reading program is committed to equipping students with adequate literacy skills to support satisfactory academic performance in the classroom as well as real-life situations.

Reading support services are provided because Batavia Public Schools recognizes that not all students are able to develop adequate literacy skills through regular classroom instruction, and therefore require more intensive and specialized teaching in an alternative setting. Further, the reading program will focus on early intervention to establish sound reading behaviors at the appropriate developmental stage to build success and increase self-esteem as a literate individual.

Selection for participation in the reading resource program will be based on information from the following sources:

- Illinois Snapshot of Early Literacy
- Observation Survey of Early Literacy Achievement
- Informal Reading Inventory

Information such as additional testing, teacher collaboration, or classroom performance may also be used as necessary to determine eligibility.

Support will be provided through a variety of models which may include small group instruction in and out of the classroom, team-teaching, teacher collaboration, and parent education.

Parents will receive the following notification from the Reading Resource Program:

- letter recommending services and requesting parental consent
- progress reports on a semester basis
- letter recommending dismissal.

Additional communication will be provided as needed, including recommendations for parent support, information on literacy development, and community resources.

TITLE 1 PROGRAMS

Board of Education Policy: 6:170

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a

manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts. Parents have a right to inspect the qualifications of teachers serving Title 1 programs.

District-Level Parental Involvement Compact

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

This program is to be monitored and evaluated annually with a written report to the Board that includes the number of students enrolled, student academic performance, and cost of the program.

ENGLISH LANGUAGE LEARNERS (ELL) PROGRAM

Students with limited proficiency in the English language have the opportunity to work with a teacher-specialist to develop needed verbal and written skills deemed necessary to be successful in the regular education program. ELL classes providing support services take place during the school day in each of our attendance centers.

When they enter our schools, students are identified, through the Home Language Survey. Students whose parents speak a language other than English in the home are tested by an ELL specialist to determine the level of English language proficiency in the areas of reading, writing, and speaking. Based on this proficiency, students are provided services by the ELL specialist outside of the general education classroom. In addition, the ELL specialist and the classroom teacher collaborate to determine how to best meet the needs of the student in the classroom.

Students are not exited from the program until the student has acquired a sufficient level of proficiency to be successful in the general education classroom.

INSTRUMENTAL MUSIC PROGRAM

Instrumental music begins with an extensive testing program for each fourth grade student. The test includes tonal memory, pitch discrimination and rhythmical recognition. On the basis of the student's test results and teacher recommendation, they are invited to join the instrumental music program. (Students receiving low results or poor recommendations are allowed to join; however, the parents are made aware of the situation.)

Students begin lessons on instruments the summer before fifth grade. A concerted effort is made to recruit a complete band instrumentation and full complement of strings. Students furnish their own instruments with the exception of larger instruments, i.e., string bass, tuba, etc.

During the school year, students are given lessons in small instrument classes. These lessons are held during the regular school day. In late September, the fifth grade band and orchestra begin regular rehearsals with students from all elementary schools meeting before school for a 50 minute rehearsal once a week.

Please contact the band or orchestra instructor at your child's school for more information.

FIELD TRIPS

Board of Education Policy: 7:320

Each year teachers plan a limited number of field trips to support and enrich their curriculum units. Whether students are walking or riding a bus, written parent permission must be given in order for a student to participate in any field trip. The cost of field trips are generally the responsibility of the parents with some support from building Parent Teacher Organizations. While on field trips students are held accountable to the bus rules found in the section entitled School Bus Information in this handbook.

CHAPERONE RESPONSIBILITIES

Many parents volunteer to help teachers take their students on field trips and other outside activities. All field trip chaperones must be approved by the building principal. Approved chaperones shall participate in all aspects of the field trip, including transportation. The help provided by the chaperones enables us to make these trips as productive as possible. The following guidelines have been prepared to help chaperones understand their responsibilities and school district expectations for this type of parent involvement:

- Familiarize yourself with the general instructions to the students and enforce those instructions.
- Learn the names and faces in your assigned group and frequently check in with them to be sure all are present.
- Keep your assigned group with you throughout the field trip, including time on the bus.
- Schedule regular washroom breaks.
- Never allow individuals to leave the group, except in emergencies, and under no circumstances alone.
- Report major and/or continued infractions to the teacher as soon as possible. Chaperones are not to punish students.
- Be on time for use of lunch facilities and at designated meeting places for departure.
- **ALWAYS BE SAFETY CONSCIOUS.** The children in your group are your responsibility. You have the authority to enforce the rules for appropriate behavior.
- For liability and supervision reasons, students not enrolled in the class taking the field trip are not allowed to accompany a chaperone.

STUDENT SERVICES PROGRAMS

The Batavia School District provides a wide range of services to meet the needs of children ages 3 to 21 with special education needs. These services are of no cost to children residing within this district. Services available are:

1. Vision screenings are done annually in the district; early childhood program, kindergarten, 2nd and 8th grades, all special education students, all new students to the district, and upon parent/teacher requests. The vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Hearing screenings are done annually in the district's early childhood program, kindergarten, 1st, 2nd, and 3rd grades, all special education students, all new students to the district, and upon teacher/parent request. Your child is not required to undergo this hearing screening if an audiologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

2. Speech and language screenings may be conducted for a child referred by the teacher and/or parent;
3. Various special education services are available at all of the schools. Specific referral and eligibility criteria are applicable. In addition, the district has an Early Childhood Special Education Program for children ages 3 to 5;
4. Individualized screenings or evaluations may be requested by teachers or parents to determine if the child has a disability that requires special education support and/or related services. Upon receipt of this request, a meeting will be scheduled to review the request and determine the appropriateness of the referral;
5. Support services are available through the school psychologist, school social worker or other related service personnel for students with social or emotional needs that are impacting school performance, and
6. Home and hospital instruction for children who have missed at least 10 consecutive days of school because of illness, accident, or hospitalization may be provided once appropriate documentation has been received by the building.

Batavia is a member district of the Mid-Valley Special Education Cooperative (MVSEC) and Northwestern Illinois Association Cooperative (NIA). MVSEC provides self-contained instructional programs for children with learning problems classified as: learning disabled; cognitive disability, emotional disturbance, multiple impairment, other health impaired, traumatic brain injury, and autism. NIA provides itinerant and instructional programs for children who are hearing impaired, visually impaired, orthopedic impaired, and multiply handicapped.

Federal and State laws have been established to ensure parental involvement whenever a child is considered for any of the above programs and this district encourages parent participation. Therefore, parents may initiate the request for an evaluation to consider the above services by contacting the classroom teacher or building principal. If the referral is determined to be appropriate, the building team will obtain the parents' signed consent to initiate the referral. This evaluation must be completed within sixty (60) school days from the date of signed and received consent. Following the evaluation, building personnel and parents will meet to review the results of the evaluation, discuss educational implications and identify programming needs. If special education services are

recommended, an Individual Educational Program (IEP) is developed if appropriate, and signed consent secured to indicate parental agreement with the proposed special education service. All children receiving special education services are reviewed on an annual basis to plan the student's program for the following school year.

INDIVIDUAL EDUCATION PROGRAM (IEP) CONFERENCES

Efforts are made to schedule a mutually convenient time during the school day for IEP meetings to discuss the service needs for students. If the parent is unable to attend an IEP conference, the parent should contact the building to reschedule the meeting.

In the event that the family and/or legal guardian requests a representative to attend an IEP meeting in their absence, the parent must submit a written note authorizing the named person to attend on the parent's behalf. This letter is required for parent representatives such as grandparents, significant others, or other adults residing within the home. However, this representative will not be permitted to make decisions regarding this student nor sign consent for services. The paperwork from this IEP meeting will be sent to the parent(s) and IEP team personnel will be available to review the contents of the IEP summary with the parent(s).

Detailed information relative to referral procedures and special education rules and regulations are available through your building principal. In addition, the booklet entitled, A Parents' Guide: The Educational Rights of Students with Disabilities (2001) is available during registration, or can be obtained through the school principal or at the Rosalie Jones Administration Center.

INFORMATION REGARDING SECTION 504 ACT OF 1973

The policy of the Board of Education is to forbid discrimination on the basis of any disability, regardless of the nature or severity of the disability.

It is the intent of the district to ensure that students who have an identified disability within the definition of Section 504 of the Rehabilitation Act of 1973, and whose disability may be impacting a major life function, be evaluated and if appropriate, provided with reasonable educational accommodations, modifications, and supports as warranted.

For additional information, please contact the building 504 coordinator or principal.

SPEECH & LANGUAGE SCREENING

At the request of the child's instructional staff and/or parents, a child may be screened by the school speech pathologist to identify the need for further assessment if a disability is suspected.

Depending on the nature of the concern, the speech therapist may assess the following areas of communication:

1. Voice quality,
2. Fluency of speech,
3. Ability of the child to produce the speech sounds,
4. Ability of the child to understand and use language appropriate to his/her chronological age, and
5. Ability of the child to use the speech mechanism (tongue, teeth, lips, etc.) correctly.

A meeting with the parents may be convened to review the results from this screening. If the child does not pass the speech and language screening, permission for an individualized evaluation may be recommended to gain a better understanding of the child's needs.

PROBLEM SOLVING TEAM

The Building Level Problem Solving Team serves the academic and social/emotional needs of students after all other building resources and pre-referral interventions have been utilized. For various reasons, some children may be unable to respond positively to the classroom learning experience. A team may consist of the building administrator, teacher(s), the school psychologist, school social worker, school nurse, speech & language pathologist, and special education teacher(s) to combine their diagnostic skills and resources to determine whether a student can best be helped by academic assistance and/or attention to address social/emotional needs.

Services of the school psychologist may include the following:

1. Assessing educational difficulties of referred students through appropriate screening, testing and diagnostic practices; obtaining and integrating information about student behavior and conditions relating to learning and interpreting assessment results to parents and school,
2. Consulting with school staff members in planning school programs to meet the special needs of children as indicated by the psycho-educational evaluations,
3. Providing written reports of the results of case study evaluations,
4. Consulting with staff to monitor student's educational growth,
5. Provide coaching assistance to staff within the problem solving process, and
6. Providing consultative services for the special education programs and aiding in determining eligibility for placement.

Services of the school social worker may include the following:

1. Providing individual and group work services to help students resolve problems that interfere with their capacity to enjoy the fullest benefits of the education offered them,
2. Providing casework services to parents is an integral part of helping students. By increasing the parents understanding and seeking the constructive participation in resolving their child's problems, the school will assist in providing parents knowledge and use of appropriate resources available,
3. Consulting and collaborating with other school personnel in gathering and giving information on a case, and in establishing and planning for respective roles in the modification of the student's behavior,
4. Consulting with teachers and principals to promote positive relationships in the classroom,
5. Supervising the referral of students to various out-of-school agencies as necessary, and consulting with community resource people, and
6. Teaching the elementary wellness course to K-5 students.

BIRTH TO THREE REFERRALS

Screening for children under three years of age will be offered by the DayOne Network. The Batavia School District will assist with these referrals when parents suspect their child has a disability or serious developmental delays. Children, ages birth through two years 11 months, who are found to have a developmental disability or to be at risk of a developmental delay will be referred to an appropriate birth-through-two program. Information regarding DayOne can be obtained at www.dayonenetwork.org or 630.879.2277.

SCREENING FOR AGES THREE TO FIVE CHILDREN

To assess the needs of children ages three to five years old residing in the Batavia School District, the Student Services Team combines the efforts of the district's early childhood teachers, speech therapists, nurses, special education teachers, and other school personnel to conduct periodic screenings. Children are screened to determine if they are functioning within their age range in the areas of cognitive, speech, language, gross motor, fine motor, vision, and hearing. Questions about this screening can be directed to your building principal or to the Early Childhood Center Office at 630.937.8900.

EARLY CHILDHOOD

This special education program is designed to assist three to five year old children who qualify for special education services and require an early childhood program. Individual Education Plans (IEP's) are developed for each child in the early childhood special education program. The program includes a balance of structured and unstructured activities in individual, small group, and large group settings focusing on the child's individual educational needs.

MEDICAID FEE FOR SERVICES

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. Unless the parent/guardian objects in writing, the Batavia School District will claim Medicaid reimbursement for services provided. These claims will have no impact on the family's ability to receive Medicaid funding either now or in the future.

If you do not wish this release of information related to Medicaid claims for your child, please contact the Student Services Office at 630.937.8836.

BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

Public Act 89-91 requires all Illinois school districts to develop a policy and procedures addressing the use of behavioral interventions for special education students. The Batavia School District's policy and procedures were developed using guidelines provided by the State Board of Education. The Act requires that all parents of students with IEPs be notified about the existence of this policy on an annual basis. This policy and procedures shall be furnished to the parent(s) / guardian(s) of all students at the time an individual education plan is first implemented for a student. A copy of the Batavia School District policy and procedures is available by calling the Student Services Office at 630.937.8836.

STUDENT RECORDS

Board of Education Policy 7:340

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).

Specific district procedures governing classification, review, challenge, and disclosure of student records are listed below:

1. Student Permanent Record
The student's permanent record will consist of the following information: Basic identifying information, academic transcripts, attendance records, health records, accident records, and report cards, if applicable.
2. Student Temporary Record
The student's temporary record shall consist of all information not required to be in the student permanent record. This includes the following information: Immediate family information, standardized test score data, staffing reports from special education resources and psychological and social work reports.
3. A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all the student's permanent and temporary records at a cost not to exceed thirty five (35) cents per page.
4. District #101 shall obtain the written consent of the parent of the student or the eligible student before disclosing any information from the student other than directory information. Parents may request copies of said information prior to disclosure or release.
5. District #101 will forward student's educational records:
 - a. to a school in which the student intends to enroll when a signed release has been filed, or
 - b. to a school in which a student has already enrolled upon request from the school's records officer.

Parents have the right to review and challenge the information contained in a school's student record prior to transfer of the record to another school district.

6. Prior written consent for disclosure of personally identifiable information by District #101 from the education records of a student is not required in the following situations:

- a. To other school officials, including teachers, within the school district,
 - b. To comply with a judicial order,
 - c. To parents of a dependent student,
 - d. To organizations (Federal, State and local) conducting studies for or on behalf of a school district for the purpose of developing, validating, or administering predictive tests and improving instruction provided that there will be no personal identification of students or their parents,
 - e. To appropriate parties in a health or safety emergency,
 - f. To determine the eligibility, amount, and conditions associated with student financial aid,
 - g. To accrediting organizations in order to carry out their accrediting functions, or
 - h. Designated directory information.
7. The parent of a student or an eligible student may request District #101 school officials to amend his/her educational records exclusive of academic grades, when it is believed that the information contained in the education records of the student is inaccurate, misleading or violates the privacy of the student.
 8. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance, the securing by an individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act or these regulations.

School District #101 adheres to the following record destruction schedule:

1. Permanent records are destroyed 60 years after a student has left the district.
2. Temporary records are destroyed 5 years after a student has left the district.
3. Parents of children under 18 years of age may request a copy of their child's records prior to the destruction date at thirty five (35) cents per page.

STUDENT AND FAMILY PRIVACY RIGHTS

Board of Education Policy 7:15

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Directory Information

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply to directory information. Directory information includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in school sponsored organizations, weight and height, membership on athletic teams, dates of attendance, degrees, and awards received, and the most recent previous educational agency or information. Photographs and videotape of students produced for educational purposes are also covered under this policy. Additionally, some student directory information (name, address, phone numbers, and email addresses) may be included in a directory provided to students at a nominal cost to parents by the school or PTO if the student's parents/guardians have consented.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

Selling or Marketing Students’ Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term “personal information” means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

The above paragraph does not apply: to listing the student’s directory information (name, address, and phone number) in a directory provided at nominal cost to parents by the school or PTO if the student’s parent(s)/guardian(s) have consented.

Under no circumstances may a school official or staff member provide a student’s “personal information” to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students’ parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18

SCHOOL ACCOUNTABILITY

Board of Education Policy: 6:15

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the State Board of Education prepared State Goals for Learning with

accompanying Illinois Learning Standards. The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board of Education continuously monitors student achievement and the quality of the District's work. The Superintendent or designee shall supervise the following quality assurance components, in accordance with State Board of Education rules, by:

1. Preparing each school's annual recognition application and quality assurance appraisal, whether internal or external, to monitor each school's process for continuous school improvement.
2. Reviewing School Improvement Plans for compliance with State law and created on the IASB template
3. If applicable, preparing and implementing a No Child Left Behind Act plan, according to federal law, and seeking the Board of Education's approval where necessary or advisable.
4. Continuously monitoring whether the District and its schools are making adequate yearly progress as defined by State law. If the District and/or any of its schools fail to make adequate yearly progress, the Superintendent shall take the actions provided in State law as well as other responses designed to increase the likelihood that the District and/or schools will make adequate yearly progress the following year. The Superintendent shall seek the Board of Education's approval where necessary or advisable.
5. Publishing a school report card in accordance with State law.

The Superintendent or designee shall make annual assessment reports to the Board, including projections whether the District and each school is or will be making adequate yearly progress as defined in State law. The Superintendent shall seek Board approval for each District and/or school improvement plan and otherwise when necessary or advisable.